

01-083/01-495 MATERIALS HANDLER, 80054000, WG-6907-06

INSTRUCTIONS FOR APPLYING:

A. TECHNICIANS: Submit optional application for Federal Employment (OF 612), or SF 171. Technicians employed by the DC National Guard may submit a SF 172 if they have a current SF 171 on file. **SF 171's dated prior to Jun 88 will not be submitted.** ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

B. AGR: (a) Applicants must submit a NGB Form 34-1, a Report of Individual (RIP) and DD Form 214 (for all periods of service) (if applicable) to: Human Resource Office, 2001 East Capitol Street, Washington DC 20003-1719. All applicants must contain current military assignment, grade, primary control, and secondary AFSC's. (b) Failure to submit any or all of the items listed above may result in nonconsideration of your application for the position. (c) Applicants must meet initial entry-level qualification criteria listed in Chapter 2, ANGI 36-101, (C1), 5 Aug 94. (d) Current on-board AGR must meet criteria as listed in Chapter 3, ANGI 36-101, (C1) 5 Aug 94. ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

BRIEF DESCRIPTION OF DUTIES: Receives, unpacks, and inspects all parts, material, and equipment shipped to the unit. Manages Readiness Spares Package (RSP) program. Orders tools, parts and clothing items (personal and organizational) and equipment to support the maintenance and operations functions of the unit. Receives turn-in of parts or equipment for storage or return to off base locations for repair, replacement or turn-in. Responsible for warehousing facilities and storage of items in accordance with defined warehousing procedures. Serves as focal point for all administrative paperwork for all supply requisitions, local purchases, receipt and issue transactions. Receives, stores, issues individual clothing items to include support of organization, personal, chemical warfare defense equipment, war reserve material and mobility required items. Manages the supply portion of the report of discrepancy program. Notifies unit work centers of PME calibration requirements through the maintenance/update of machine products or locally approved scheduling documents indicating required intervals of needed service. Performs other duties as assigned.

QUALIFICATIONS: WG-06

GENERAL EXPERIENCE: Experience, education, or training which demonstrates the applicant's ability to compare item identification against receiving reports and issue request forms; skill in using handtrucks, dollies, and other equipment to move stock; ability to use hammers, pliers, and other handtools; and to follow oral and written instructions.

SPECIALIZED EXPERIENCE: Must demonstrate eighteen (18) months' experience in which the Knowledge, Skills, and Abilities as described below have been attained. ****ALL KSA'S MUST BE ADDRESSED BY ELEMENT ON A SEPARATE PAPER****

- A. Ability to do the more difficult tasks, answer questions, and check the work performed at the next lower level.
- B. Skill in setting up and rotating storage locations.
- C. Skill in determining shortage and overage in inventory; inspecting items to determine fair, ware and tear.
- D. Ability to read and interpret technical publications, manuals, and regulations.

CURRENT UNIT OF ASSIGNMENT, AFSC/SSI, AND MILITARY GRADE MUST BE INCLUDED ON APPLICATION

(INCOMPLETE APPLICATIONS WILL NOT BE RATED)